



## Southington Fire Department

Harold L. Clark  
Fire Chief

310 North Main Street  
P.O. Box 289  
Southington, Connecticut 06489  
Telephone (860) 621-3202

THOMAS R. WISNER  
Asst. Fire Chief  
Fire Marshal

**CIVILIAN FIRE INSPECTOR** - The Southington Fire Department will accept applications for Civilian Fire Inspector from January 13, 2015, at 12:00 through February 2, 2015, at 12:00. Applicants are to be submitted at Southington Fire Headquarters during the administrative office hours, Monday – Friday 08:00-15:30. There is a non-refundable application fee of \$50.00. Payments must be in the form of cash or money order payable to MRI. No personal checks will be accepted. The test is limited to the first 50 qualified applicants.

Applicants must have a current State of Connecticut Fire Marshal certification at the time of application. The exam is scheduled for February 7, 2015.

Applications may be obtained at Fire Headquarters, 310 North Main Street, Southington, CT or at <http://www.southington.org>. EOE

**Southington Fire Department**  
**Civilian Fire Inspector**  
**Job Description**

**Reports To:** Fire Marshal

**Distinguishing Features of the Class:**

This work involves assisting the Fire Marshal in securing compliance with municipal ordinances and State of Connecticut laws through inspection, enforcement and plan review. Work is performed independently in the field and decisions made requiring technical discretion and judgment.

**Work Activities:**

- Advises builders, interprets codes, laws and regulations
- Inspects buildings in the process of construction, alteration or repair, for compliance with fire code regulations
- Investigate complaints and obtain evidence as to code violations or other hazardous conditions
- Enforce regulations firmly, tactfully and impartially, including hazards and defects in materials or workmanship, and follow up to ensure compliance
- Prepares reports covering inspections made, conditions found, action taken and recommendations for future action
- Educates the public in fire safety and fire prevention code requirements
- Educational programs at school and other events
- Investigates fires to determine origin and cause
- Give cooperation and assistance to Building Inspector and others to enforce code requirements
- Perform other duties as assigned

**Physical Demands:**

Stand:	Remaining on one's feet in an upright position at a workstation without moving about
Walking:	Moving about on foot, on possible unstable conditions, uneven surfaces, and in proximity to environmental or other hazards
Lifting:	Raising or lowering an object of 50-75 lbs. from one level to another (includes upward pulling)
Carrying:	Transporting an object, usually holding it in the hands or arms, or on the shoulder
Pushing:	Exerting force upon an object so that the object moves away from the force (Includes slapping, striking, kicking, and treadle actions)
Pulling:	Exerting force upon an object so that the object moves toward the force (includes jerking)
Climbing:	Ascending or descending ladders, stairs, scaffolding, ramps, poles using feet and legs or hands and arms. Body agility is needed
Balancing:	Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces, or maintaining body equilibrium

Stooping:	Bending body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles
Handling:	Seizing, holding, grasping, turning, or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand, such as to turn a switch or shift automobile gears
Fingering:	Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling
Hearing:	Perceiving the nature of sounds by ear

Environmental Conditions: Exposure to Weather, Extreme Heat, Wet and/or Humid Conditions, Atmospheric Conditions, Extreme Cold, Noise and Moving Mechanical Parts

#### **Knowledge, Skill, Abilities and Personal Characteristics:**

- Thorough knowledge of applicable codes, reference standards, municipal ordinances, state laws and other related regulations
- Ability to read and interpret building construction plans, specifications and recognize deviations from such plans in the construction process
- Ability to establish and maintain effective working relationship with builders, architects, property owners, representatives of the State and municipal government, along with the general public
- Ability to express oneself clearly and concisely, both orally and in writing
- Expressing or exchanging ideas to impart information to clients and/or public, regarding inspections, codes and available resources
- Inspectors shall be up to date with the a minimum number of hours in approved continuing education programs, over consecutive three year periods or as mandated by licensures.
- Thorough knowledge of fire prevention codes, state fire safety codes, state regulations covering flammable liquids and liquefied petroleum gas, as well as Town of Southington ordinances relating to fire safety
- Strong computer skills
- Knowledge of Firehouse Software
- Must have strong knowledge of modern office practices, procedures and use of business English
- Good knowledge of departmental programs, functions, operations, policies, practices and terminology
- Must have high ethical standards and be able to maintain confidentiality of department customers and clients
- Must be able to work well with other staff members and contribute to a team environment
- Minimum of two years employment experience in firefighting, administration, inspection and/or related positions

#### **Minimum Qualifications:**

- High school graduate or equivalent
- Be 18 years of age by date of hire
- Must be a United States citizen
- Must have a current State of Connecticut driver's license
- Must be computer literate

- Current State of Connecticut Fire Marshal certification
- Must be up to date with the minimum hours of continuing education and training required to maintain certification
- Must meet the height and weight restrictions, and be a non-smoker, as set down in the IAFF 2033 Union contract
- Must pass pre-employment physical/drug testing
- Must pass a criminal background check
- No felony convictions
- Must maintain appropriate professional appearance

APPLICANT NAME: \_\_\_\_\_

## **CIVILIAN INSPECTOR APPLICATION**

### **QUALIFICATIONS FOR EMPLOYMENT**

- High school graduate or equivalent
- Be 18 years of age by date of hire
- Must be a United States citizen
- Must have a current State of Connecticut driver's license
- Must be computer literate and knowledge of Firehouse Software
- Current State of Connecticut Fire Marshal certification
- Must be up to date with the minimum hours of continuing education and training required to maintain certification
- Must meet the height and weight restrictions, and be a non-smoker, as set down in the IAFF 2033 Union contract
- Must pass pre-employment physical/drug testing
- Must pass a criminal background check
- No felony convictions
- Must maintain appropriate professional appearance

### **INSTRUCTIONS TO CANDIDATES**

Read every question carefully. Answer every question. Leave no blank spaces. If a question does not apply to you, please state. The candidate shall personally prepare this form. All entries, except the signature, must be printed legibly. Entries must be made in either blue or black ink. If space available for answering any questions is insufficient, use a separate sheet.

A candidate shall be rejected who has intentionally made a false statement of material fact, or practices or attempts to practice any deception or fraud in this application.

Submit the following with the application:

- (1) Photocopy of military discharge certificate and/or report of separation from the Armed Services DD214, if applicable.
- (2) Letter from three (3) personal references (See Page #4)
- (3) An affidavit from your personal physician (physical exam must have been performed within the last three months)
- (4) Photocopy of the front and back of a current driver's license.
- (5) A cash or money order for \$50.00 made payable to MRI

NOTE: Do not submit originals of any documents other than letters of reference and letters from physicians, as they will not be returned to you.

## EMPLOYMENT APPLICATION -- CIVILIAN FIRE INSPECTOR

Name \_\_\_\_\_ SS# \_\_\_\_\_  
(Last) (First) (Middle Initial)

Present Address \_\_\_\_\_  
(No.) (Street) (City) (State) (ZIP)

How long have you lived at above address? \_\_\_\_\_ Phone No. \_\_\_\_\_

Previous address

How long did you live there? \_\_\_\_\_ Are you eligible to work in the U.S.?

List any friends or relatives working for the Southington Fire Department:

(Name)	(Relationship)
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(Name)	(Relationship)
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Have you ever been denied membership to an emergency service, either paid or volunteer?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain: \_\_\_\_\_

Have you ever belonged to a Fire/EMS Organization? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain: \_\_\_\_\_

Department/Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Circle:      Full      Part Time      Volunteer

Job Title: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Dates of Participation: \_\_\_\_\_ TO \_\_\_\_\_

Description of Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Are there any other experiences, skills or qualifications, which you feel would especially fit you for work with the Fire Department?

Explain \_\_\_\_\_

Have you ever previously submitted an application for appointment to any Fire Department? \_\_\_\_\_ If yes, where \_\_\_\_\_

Have you ever been convicted of a felony or major motor vehicle violation (e.g. DUI, Reckless Endangerment)?

\_\_\_\_\_ If yes, describe in full \_\_\_\_\_

What prompted you to submit this application for appointment to the Fire Department?

\_\_\_\_\_ Can you speak, read or write any foreign language? \_\_\_\_\_

If so, specify if you are fluent in speaking and/or reading said language \_\_\_\_\_

### RECORD OF EDUCATION

SCHOOL	NAME AND ADDRESS	COURSE OF STUDY	HIGHEST GRADE COMPLETED	DID YOU GRADUATE	LIST DIPLOMA DEGREE
High				yes/no	
College				yes/no	
Other (Specify)				yes/no	

### MILITARY SERVICE RECORD

Have you served in the military? Yes \_\_\_\_\_ No \_\_\_\_\_ Branch of Service \_\_\_\_\_

Dates Served \_\_\_\_\_ to \_\_\_\_\_ Type of Duty \_\_\_\_\_

Special Training Received \_\_\_\_\_ Type of Discharge \_\_\_\_\_

Do you have any military obligations? Yes \_\_\_\_\_ No \_\_\_\_\_

### REFERENCES:

Please provide three (3) persons, other than relatives, who are familiar with your character, job qualification and work performance to provide information about you (be sure to include complete address and phone number of references) in writing.

#### PERSONAL REFERENCES – (No Relatives)

	NAME AND OCCUPATION	ADDRESS	PHONE NO.
1.	_____	_____	( ) _____
2.	_____	_____	( ) _____
3.	_____	_____	( ) _____



LIST BELOW ALL PRESENT AND PAST EMPLOYMENT, BEGINNING WITH YOUR MOST RECENT

Start Date	End Date	Final Position Title	Final Salary	May We Contact yes/no
Employer		Last Supervisor's Name	Reason For Leaving	
Street Address, City, State, Zip Code				Phone (     )
Position Description:				

Start Date	End Date	Final Position Title	Final Salary	May We Contact yes/no
Employer		Last Supervisor's Name	Reason For Leaving	
Street Address, City, State, Zip Code				Phone (     )
Position Description:				

Start Date	End Date	Final Position Title	Final Salary	May We Contact yes/no
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Position Description:				

Start Date	End Date	Final Position Title	Final Salary	May We Contact yes/no
Employer		Last Supervisor's Name	Reason For Leaving	
Street Address, City, State, Zip Code				Phone (     )
Position Description:				

**NOTICE TO APPLICANTS REGARDING PRE-MEMBERSHIP DRUG AND  
ALCOHOL TESTING**

Any individual applying for employment with the Southington Fire Department shall submit to a drug and alcohol test as a mandatory part of the employment process. This notice serves as a written statement of the Southington Fire Department's intention to conduct such testing as part of the employment process. The testing will be conducted by a certified laboratory/testing service selected by the Southington Fire Department, in accordance with the procedures required by applicable state and federal regulations.

All test results shall be considered confidential by the Southington Fire Department and shall not be disclosed to the employees of the Southington Fire Department, or any other person, other than to those persons for whom such disclosure is necessary. Positive test results, or a refusal to sign this consent form and participate in pre-employment drug testing, shall be grounds for denial of employment.

By signing below, you consent to be drug tested and acknowledge you have thoroughly read the foregoing notice and policy, and you understand and agree that in order to be considered for employment with the Southington Fire Department, you will comply in full with the Southington Fire Department's drug and alcohol testing policy.

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(Signature)

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(Date)

**AUTHORIZATION FOR RELEASE OF INFORMATION**  
**SOUTHINGTON BACKGROUND CHECK**

I, \_\_\_\_\_, do hereby authorize a review of and full disclosure of all records or any part thereof, concerning myself, by and to the Southington Fire Department, or Southington Police Department, whether said records are of a public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions, employment and pre-employment records, including background reports, complaints or grievances filed by or against me, records of complaints, arrest, trial and/or conviction of alleged or actual violations of the law, including criminal and/or traffic records; records of complaints of a civil nature made by or against me, whosoever located, and to include the records and recollections of attorneys-at-law or of other counsel, whether representing me or another person in any case in which I presently have or have had an interest.

It is the intent of this authorization to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation which may provide pertinent data for the Southington Fire Department to consider in determining my suitability for employment with the Town. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be, and the sources of information specifically enumerated above are not intended to deny access to any records not specifically mentioned herein.

I understand that any information obtained by the personal history background investigation that is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the Southington Fire Department.

A photocopy of this release will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature.

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

DOB: \_\_\_\_\_

SS #: \_\_\_\_\_

Date: \_\_\_\_\_

STATE OF CONNECTICUT  
TOWN OF SOUTHLINGTON  
COUNTY OF HARTFORD

I, \_\_\_\_\_, being duly sworn, depose and say that I am the person named in this application. I personally read and printed by hand answers to each and every question therein and I do solemnly swear that the preceding information is accurate and truthful to the best of my knowledge and belief. If investigation should disclose any willful misrepresentation or falsification, I am aware that my application will be rejected and/or such misrepresentations will be considered cause for my dismissal in the event such misrepresentations are not discovered prior to my being hired.

Furthermore, I hereby authorize the Fire Chief or his agents to investigate and verify any information I have provided in this application.

After an offer of employment, I understand and agree to submit to a physical examination, which includes drug and alcohol testing, to determine if I am physically able to perform the essential job functions of the position for which I have applied and to submit to the Fire Chief the following:

- (1) One photo copy of my birth certificate.
- (2) One photo copy of my high school diploma or equivalency certificate.
- (3) One photo copy of my current Connecticut operator driver's license.
- (4) One photo copy of my Social Security card.

\_\_\_\_\_  
(Signature)

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Notary Public or Commissioner of Deeds)